



LaserJet MFP M72625, M72630 Series Printer

On-Site Installation Guide



www.hp.com/support/ljm72600mfp



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On-Site Installation Guide

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Edition 1, 4/2018

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1 About this printer

- [On-site installation guide purpose](#)
- [Order information](#)
- [Customer information](#)

On-site installation guide purpose

Use this guide to assess the customer site before product deployment, to configure and prepare the devices for installation. Identify all the required information and address any issues in advance to make sure the site is ready for installation. This workbook includes information to make sure that the customer site meets power, environment, networking, space, staging, and setup requirements.

There are mandatory questions and checklist items in the informational forms the customer or site technician must answer. To avoid a poor customer experience, do not deploy the printer without answering these questions. If the customer refuses to provide the information, it is the technician's responsibility to inform them of the potential consequences to the delivery and installation process. It is critical to validate if the customer's site can accommodate the printer and serviceability space requirements.

Some customer questions and checklist items are indicated as optional, but fill out the workbook as completely as possible.

Order information

Table 1-1 Products and accessories

Category	Product number	Service part number (Break/Fix)	Product/accessory description	Quantity
Input	Y1G17A	SL-FIN701B	HP LaserJet Cabinet (Workgroup)	
	Y1F97A	SL-HPU701T	HP LaserJet Dual Cassette Feeder (DCF) (Workgroup)	
Output	Y1G00A	SL-FIN502L	HP LaserJet Inner Finisher	
	Y1G02A	SL-HPU501T	HP LaserJet Inner Finisher Hole 2/3 Punch	
	Y1G03A	SL-HPU501F	HP LaserJet Inner Finisher Hole 2/4 Punch	
	Y1G04A	SL-HPU501S	HP LaserJet Inner Finisher Swedish Punch	
	Y1G13A	SL-STP000	HP LaserJet Inner Finisher and Booklet Finisher Staples	
	Y1G15A	Y1G15A-67901	HP LaserJet Job Separator (Workgroup)	
	Y1G22A#B19	CLX-DHK12C	HP LaserJet Paper Tray Heaters Accessory (Workgroup) (220V)	
Accessories	Y1G23A	SL-HPU501F	HP LaserJet Second Exit	

Customer information

Table 1-2 Customer information

Information type	Customer details
Installation address (if different from customer address)	
Targeted delivery, or installation date and time	
Customer address	
Customer contact name (optional)	
Contact phone and fax number (optional)	
Key operator or site installation contact name (optional)	
Key operator or site installation phone number (optional)	
Backup customer contact information (optional)	
IT contact name (optional)	
Installation contact name	
Installation contact phone number	
HP sales person name (optional)	
HP sales person phone number (optional)	
HP solution architect	
HP Hardware Support Technician	
Reseller name (if indirect customer) (optional)	
Reseller address (if indirect customer) (optional)	
Reseller phone number (if indirect customer) (optional)	

2 Configuration

- [Configuration options](#)

Configuration options



Number	Component	Product number
1	LaserJet MFP M72625, M72630	<ul style="list-style-type: none"> • M72625 (25 ppm) <ul style="list-style-type: none"> – dn models: ZZN49A • M72630 (30 ppm) <ul style="list-style-type: none"> – dn models: ZZN50A
2	HP LaserJet Cabinet (Workgroup)	Y1G17A
3	HP LaserJet Dual Cassette Feeder (DCF) (Workgroup)	Y1F97A
4	HP LaserJet Inner Finisher ¹	Y1G00A The following punch kits are available: <ul style="list-style-type: none"> • Y1G02A — HP LaserJet Inner Finisher Hole 2/3 Punch • Y1G03A — HP LaserJet Inner Finisher Hole 2/4 Punch • Y1G04A — HP LaserJet Inner Finisher Swedish Punch • Y1G13A – HP LaserJet Inner Finisher and Booklet Finisher refill staple cartridge
5	HP LaserJet Job Separator (Workgroup)	Y1G15A
	HP LaserJet Second Exit	Y1G23A
		NOTE: Not shown in configuration.
	HP LaserJet Paper Tray Heaters (Workgroup)	Y1G22A
		NOTE: Not shown in configuration.
		The following accessories are also available: <ul style="list-style-type: none"> • Y1G22A#B19 — HP LaserJet Paper Tray Heaters Accessory WG (220V)

¹ The HP LaserJet Second Exit is required with the HP LaserJet Inner Finisher.

3 Worksheets

- [Technical site setup](#)
- [Logistics information](#)
- [Network/printer driver setup](#)
- [Email/Send To configuration](#)

Technical site setup

Table 3-1 Technical site setup worksheet

	Yes/No	Notes
Will the MFP physically fit based on the operating size specification where it will be installed?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>See Specifications on page 15.</p> <p>HP recommends that the installation site also support the Serviceability Space Requirements that allows for 18 inches (457.2 mm) of servicing space on all four sides. Equipment can be repositioned during the service visit to accommodate the Service Space Requirements.</p>
Is the floor level? (optional)	<input type="checkbox"/> Yes <input type="checkbox"/> No	See Specifications on page 15 , weight specs.
Is the floor stable? (optional)	<input type="checkbox"/> Yes <input type="checkbox"/> No	See Specifications on page 15 , weight specs.
<p>Is there any carpeting or flooring that requires protection or reinforcement?</p> <p>If yes, what is the length of flooring requiring covering?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Thick carpeting can cause misalignment between the MFP and Finisher.
<p>Is required power available on a dedicated circuit in the direct vicinity?</p> <p>US, EMEA, and AP require one power outlet for the printer.</p> <p>Or, is a power outlet in the direct vicinity rated to supply the specific configuration?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>The outlet needs to be within 6 feet of planned location of MFP. If a new dedicated circuit needs to be run, work with customer to complete prior to installation.</p> <p>See Specifications on page 15 for more information and check the order to confirm any specific power requirements.</p> <p>NOTE: HP recommends installing the printer on its own circuit to prevent possible interference from other devices.</p>
Does the room meet the Environmental Specifications?	<input type="checkbox"/> Yes <input type="checkbox"/> No	See Specifications on page 15 .
Is there a network connection in the direct vicinity?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Be sure that it is Ethernet.
Will there be direct sunlight on the MFP?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is there sufficient cooling?	<input type="checkbox"/> Yes <input type="checkbox"/> No	See Specifications on page 15 .
Is there proper air ventilation? (optional)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Has the customer IT approved the installation? (optional)	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Table 3-1 Technical site setup worksheet (continued)

	Yes/No	Notes
<p>Will the customer IT be testing the products prior to making them available for general use? (optional)</p> <p>If yes, does the customer agree that the designated installation location is also acceptable during the testing period? (optional)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<p>Do the installation technicians require security clearance at the customer location?</p> <p>If yes, what is the procedure for obtaining the clearance?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Who will arrange for obtaining the clearance? (optional)		

Logistics information

Table 3-2 Logistics worksheet

	Yes/No	Remarks/Data
What are the customer's "normal" receiving hours?		
What is the customer's preferred delivery time? (optional)		
Would "after hours" be preferred at an additional charge? (optional)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is a certificate of insurance required?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are there any labor union constraints or requirements?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is there a truck height receiving dock? Height restrictions?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
What is the height from ground to dock platform?		
Does the receiving dock have dock levelers? (optional)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Does the receiving dock have a dock plate? (optional)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is a lift gate truck required?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If no dock available and ground delivery is required, will the area require special covering?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is delivery area tractor-trailer accessible?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If no, what is the maximum size truck accessibility?		
Is there room to unpack the system on the receiving dock?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Table 3-2 Logistics worksheet (continued)

	Yes/No	Remarks/Data
<p>Is the delivery of the unit on the same floor as receiving? If no, is an elevator used? Please identify below.</p> <p>If no elevator is to be used, how is the unit to be delivered?</p> <p>What is the distance in meters from the receiving area to the planned copier location? (optional)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Note that stair climbers are not currently approved for moving MFP printers. If needed, lift or hoist the MFP printers in their crates and keep them in an upright position.</p>
<p>Do the dimensions of doorways and hallways along the delivery path meet minimum system dimensional requirements?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>The box for the main MFP unit requires a doorway opening of 765 mm (30.1 in).</p> <p>See Size and weight specifications on page 16 for complete information about box dimensions.</p>
<p>Is there a clear path to the planned delivery location?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<p>Is the copier room level with floor?</p> <p>If no, is there a ramp?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<p>Are there enough people to lift the engine assembly? (required)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>The engine assembly is heavy and requires four people to lift onto the stand or DCF.</p>
<p>Is there a possibility to discard packaging materials at customer site? (optional)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Network/printer driver setup

(If done by an HP technician)

Table 3-3 Network/printer driver worksheet

	Yes/No	Remarks/Data
What network topology is in use?		
What operating system will be used on the server?		
What operating system will be used on the clients?		
Is DHCP/BOOTP in use?	<input type="checkbox"/> Yes	
If no, what TCP/IP address will be used for the MFP?	<input type="checkbox"/> No	
What version of TCP/IP is used in the deployment?	<input type="checkbox"/> Yes	
If no, what subnet mask address will be used for the MFP?	<input type="checkbox"/> No	
If no, what default gateway address will be used for the MFP?		
If no, does a host name need to be configured (+name)? (optional)		

Email/Send To configuration

 **NOTE:** Optional: Complete only if the hardware technician is responsible for configuring the Email/Send To features.

Table 3-4 Email/Send To configuration worksheet

	Yes/No	Remarks/Data
Is Active Directory, Novell, NTLM or something else in use? (optional)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is DNS in use? (optional)	<input type="checkbox"/> Yes	
If yes, what is the domain name? (optional)	<input type="checkbox"/> No	
What type of SMTP server is in use? (MS Exchange, Lotus Notes, etc.) (optional) Or, if an ISP mail server is being used, what is the IP or host name to the server? (optional)		
On what OS is the SMTP server installed? (optional)		
Is LDAP installed on the same server as the SMTP server? (optional)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If not, what is the OS of the LDAP server? (optional)		
What is the TCP/IP address of the SMTP server or host name?		
What is the TCP/IP address of the LDAP server?		
What is the port number that LDAP uses?		
What is the search root of the LDAP server?		
Is Send to Folder supported / required?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, what OS are the shared folders on?		
What type of fax is required to be supported? Analog, LAN, Internet?		
If LAN fax is required, is there a LAN fax server available?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If Internet fax is required, is there a subscription to an Internet fax service?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

4 Specifications

- [Size and weight specifications](#)
- [System configuration dimensions](#)
- [Operational clearance space requirements](#)
- [Environmental specifications](#)
- [Power requirements](#)

Size and weight specifications

Table 4-1 Individual unit weight and size information¹

Description	Master Carton Size / Gross Weight (boxed)				Net Weight
	Width	Depth	Height	Weight (boxed)	
HP LaserJet MFP M72625dn, M72630dn	dn models: 566 mm (22.3 in)	dn models: 620 mm (24.41 in)	dn models: 820 mm (32.3 in)	dn models: 83.3 kg (184 lb)	dn models: 59.0 kg (130.1 lb)
HP LaserJet Workgroup Dual Cassette Feeder	566 mm (22.3 in)	610 mm (24 in)	265 mm (10.4 in)	24.6 kg (54.2 lb)	21 kg (46.3 lb)
HP LaserJet Workgroup Cabinet	566 mm (22.3 in)	610 mm (24 in)	265 mm (10.4 in)	13.88 kg (30.6 lb)	13.4 kg (29.5 lb)
HP LaserJet Workgroup Job Separator	464 mm (18.3 in)	394.7 mm (15.5 in)	124.5 mm (4.9 in)	1.4 kg (3.1 lb)	3 kg (1.4 lb)
HP LaserJet Inner Finisher	458 mm (18 in)	491 mm (19.3 in)	173 mm (6.8 in)	72.6 kg (33 lb)	18.2 kg (40.1 lb)

¹ Weight and size information is approximate and for reference only.

System configuration dimensions

Base printer configuration

The base configuration includes the following components:

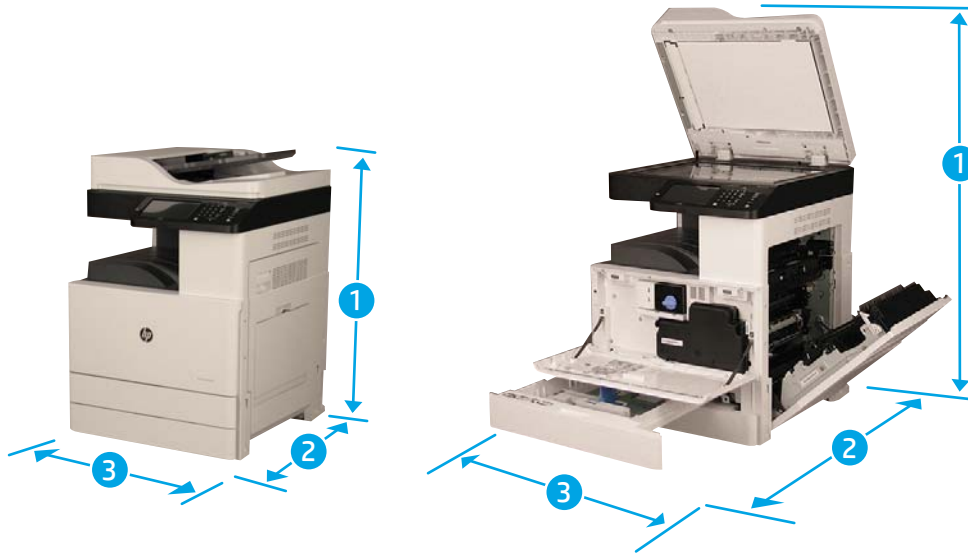


Table 4-2 Base printer configuration dimensions

	Normal operating dimensions	Maximum operating dimensions
1. Height	dn models: 820 mm (32.3 in)	dn models: 1220 mm (48.03 in)
2. Depth	dn models: 620 mm (24.41 in)	dn models: 1115 mm (43.8 in)
3. Width	dn models: 566 mm (22.28 in)	dn models: 1010 mm (39.7 in)
Weight	dn models: 59.0 kg (130.1 lb)	dn models: 59.0 kg (130.1 lb)

Dimension and weight information is approximate and for reference only.

Printer with DCF/cabinet configuration

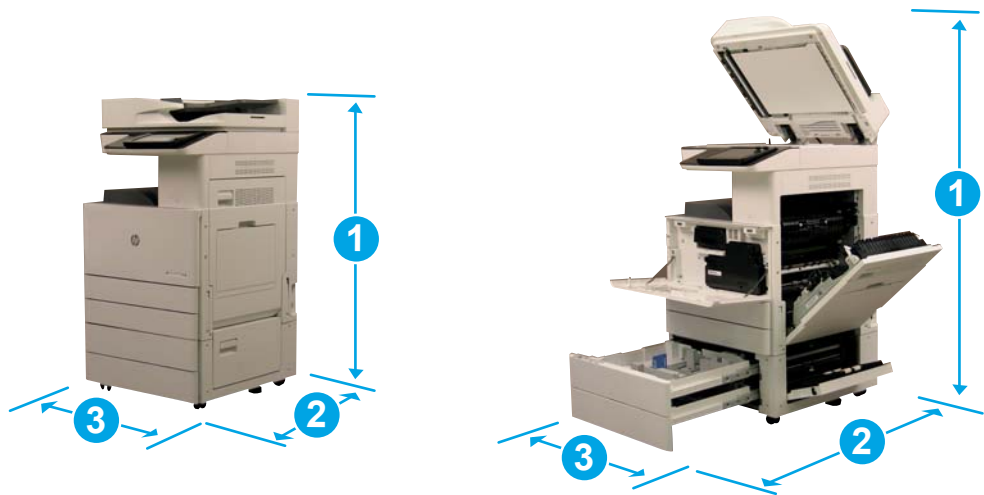


Table 4-3 Printer with DCF/cabinet configuration dimensions

	Normal operating dimensions	Maximum operating dimensions
1. Height	dn models: 1085 mm (42.72 in)	dn models: 1485 mm (58.46 in)
2. Depth	dn models: 620 mm (24.41 in)	dn models: 1115 mm (43.8 in)
3. Width	dn models: 566 mm (22.28 in)	dn models: 1010 mm (39.7 in)
Weight	dn models: 89.13 kg (196.5 lb)	

Dimension and weight information is approximate and for reference only.

Operational clearance space requirements

Make sure the printer is installed in an area with enough space around the device for proper service access and ventilation. The ADF or Flow ADF when fully opened requires 20 inches (508 mm) above the level of the top. The back of copier and wall needs proper ventilation.

The following space must be provided around the machine to assure machine performance and proper operations. If any option is installed, provide the additional space for installing it.



NOTE: HP recommends that 18 inches (457.2 mm) be added to the printer sides and front to make sure there is sufficient space to open doors and covers.

- **Rear clearance space:** 18 inches (457.2 mm)
- **Left clearance space:** 18 inches (457.2 mm)
- **Right clearance space:** 18 inches (457.2 mm)

Environmental specifications

Table 4-4 Operating-environment specifications

Environment	Recommended	Allowed
Temperature	10° to 30°C (50° to 86°F)	10° to 30°C (50° to 86°F)
Relative humidity	20% to 80% relative humidity (RH)	20% to 80% relative humidity (RH)
Altitude	Not applicable	0 to 3,048 m (0 to 10,000 ft)



NOTE: The operating environment of the printer must remain stable.

Power requirements

Table 4-5 Power requirements

Item	Specification
Input Voltage (AP)	AC 220–240 V (+/- 6%)
Rated Frequency	50/60 Hz (+/- 2 Hz)


Table 4-6 Power consumption

Item	Specification
Ready	Less than 250 Wh
Normal operation	Less than 800 Wh
Max/Peak	Less than 1200 Wh
Sleep	Less than 1.5 Wh
Power Off	Less than 0 Wh
TEC	<ul style="list-style-type: none">• M72625: Less than 1.478 Wh• M72630: Less than 1.798 Wh
Default Sleep Delay Time	2 minutes
Maximum Sleep Delay Time	<ul style="list-style-type: none">• 60 minutes

5 Staging

- [Staging checklists](#)
- [Basic assembly](#)
- [Initial supplies installation](#)
- [Prepare for shipment to customer location](#)
- [Repack \(from customer site\)](#)

Staging checklists

 **NOTE:** Stagers **must take appropriate training** and download and utilize all installation guides in order to do the following steps correctly. Staging is typically performed at an off-site location.


 **NOTE:** Assemblers **must** be trained and qualified/certified to perform this activity.

Table 5-1 Staging (minimum 30 min + options)

- | |
|---|
| <input type="checkbox"/> Unbox and inventory miscellaneous items (10 mins). |
| <input type="checkbox"/> Unbox the dual cassette feeder or cabinet (5 mins). |
| <input type="checkbox"/> Unbox the engine (5 mins). |
| <input type="checkbox"/> Place the engine on the lower accessory, if required – four-person lift (2 mins). |
| <input type="checkbox"/> Install the stabilization chocks (2 mins). |
| <input type="checkbox"/> Remove the shipping tape and scanner lock (5 mins). |
| <input type="checkbox"/> Unpackage and install the imaging unit and toner cartridge (2 mins). |

Table 5-2 Assembly and testing (minimum 55 mins + options)

- | |
|--|
| <input type="checkbox"/> Attach the paper handling or other accessories (based on configuration). |
| <input type="checkbox"/> Adjust the tray paper guides to the appropriate size for the account. |
| <input type="checkbox"/> Load the paper trays and lock the rear guides (5 mins). |
| <input type="checkbox"/> Connect the power and LAN cables then turn on the main switch (1 min). |
| <input type="checkbox"/> Power on and wait for the initial screen (2 mins). |
| <input type="checkbox"/> Select a language and set the date/time (1 min). |
| <input type="checkbox"/> Update to latest firmware (up to 20 min). |
| CAUTION: All accessories need to be attached before updating firmware. After installing any accessory, the firmware must be updated to make sure the printer firmware is compatible with the accessory. |
| <input type="checkbox"/> Print the configuration and demo pages (2 min). |
| <input type="checkbox"/> Perform a basic functionality test (10 minutes) – test print, copy, and each accessory. |
| <input type="checkbox"/> Disassemble the accessories and prepare the printer for transportation (3 min). |

Basic assembly

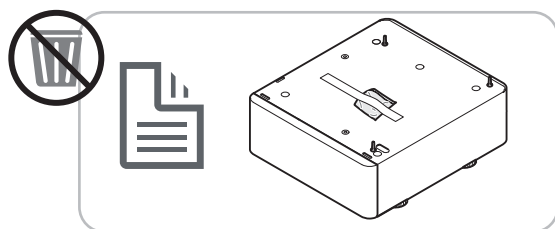
Printer engine

1. Open the box, then remove the packing materials or accessories packed on top of the engine.
2. Lift the box from the engine, then pull down the plastic bag around the engine.

Dual cassette feeder (DCF) or cabinet

1. Open the box, and then remove all accessories, manuals, and packing materials on top of the DCF/cabinet.
2. Tilt the shipping box on its side, and then carefully remove the DCF/cabinet.
3. Remove the DCF/cabinet from its shipping bag, and then remove all tape and packing materials from the exterior of the DCF and the trays.


 **IMPORTANT:** Three alignment pins are included. Retain these for installing to the engine.

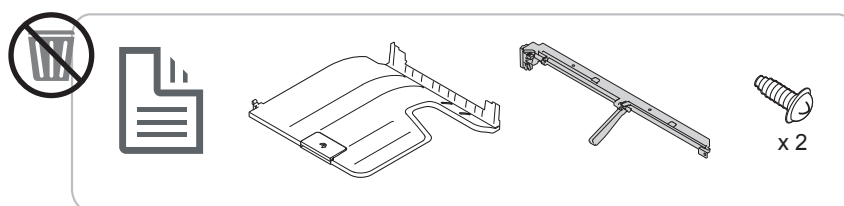


Job separator

- ▲ Unpack the job separator.

[Click here to view a video of this procedure.](#)

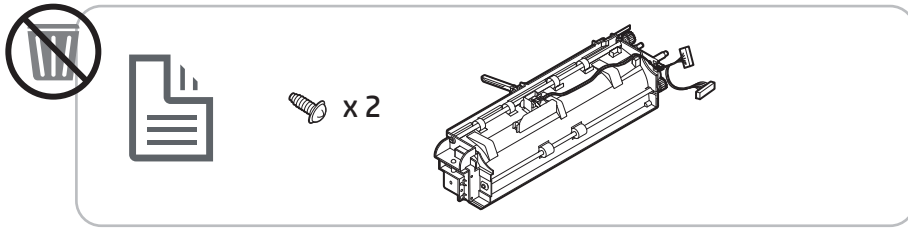
 **NOTE:** Some parts may be buried in the packing foam.



Second exit

- ▲ Unpack the second exit.


[Click here to view a video of this procedure.](#)

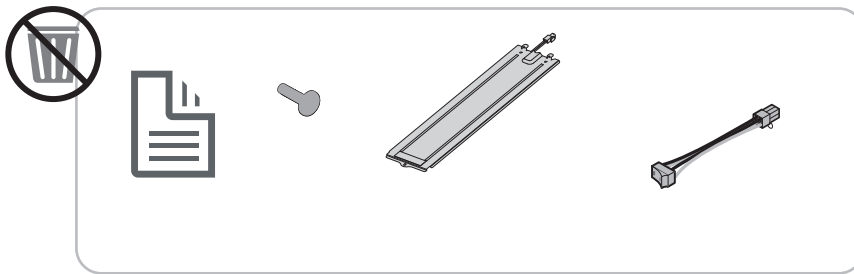


Paper tray heaters

- ▲ Verify the contents of the heaters, and then leave them boxed for the service technician or installer.

[Click here to view a video of this procedure.](#)

 **NOTE:** The printer used in the video may look different than your printer but the steps to install the heater are the same.



Inner finisher

- ▲ [Click here to view a video of this procedure.](#)

Inner punch on the inner finisher

- ▲ [Click here to view a video of this procedure.](#)

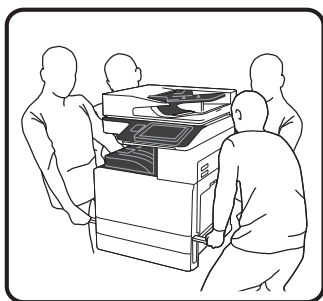
Engine Preparation

 **CAUTION:** The engine assembly is heavy and requires four people to lift.

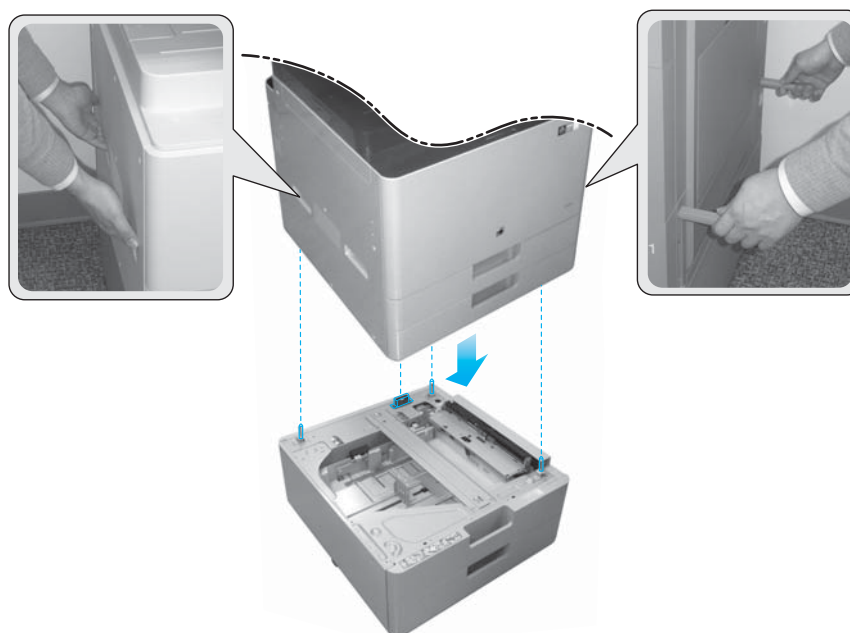
1. Remove the packaging, such as foam and plastic.
2. Leave the tape on the engine intact.

Stacking the engine on the DCF/cabinet

 **CAUTION:** The engine assembly is heavy and requires four people to lift.



1. Install alignment pins on the cabinet prior to placing engine on the cabinet.
2. Open two lift bars on the right-side of the printer.
3. Carefully lift the engine assembly from each corner, align the engine to the locator pins and connector on the DCF, and then carefully lower the engine onto the DCF.



4. Remove the scanner lock screw.

⚠ CAUTION: The scanner lock screw must be removed prior to powering on the printer.




Inner finisher

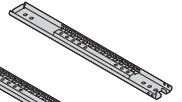
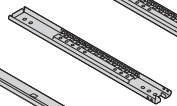
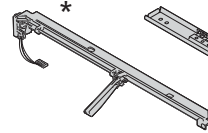
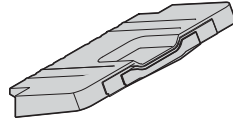
[Click here to view a video of this procedure.](#)

- ▲ Unpack the inner finisher.

📄 NOTE: Some parts may be buried in the packing foam.



- a  x 6
- b  x 4
- c  x 1*



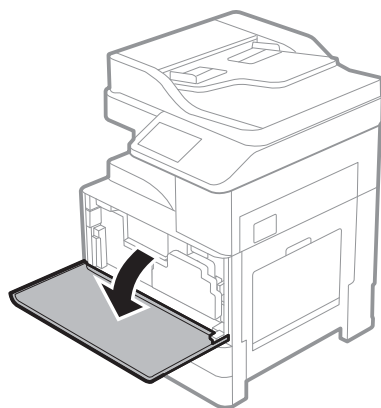
NOTE: The parts marked with (*) are not used when installing the inner finisher on Workgroup products.

Initial supplies installation

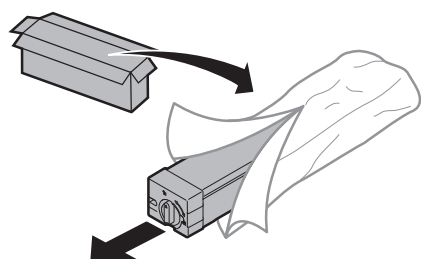
Install toner

[Click here to view a video of this procedure.](#)

 **NOTE:** Follow the instructions on the inside of the printer.

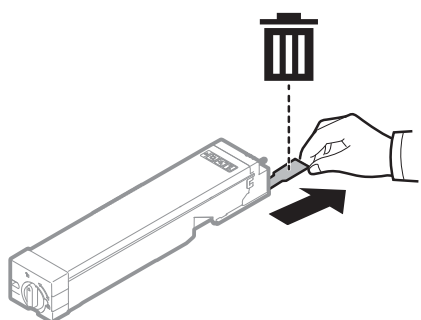


1.

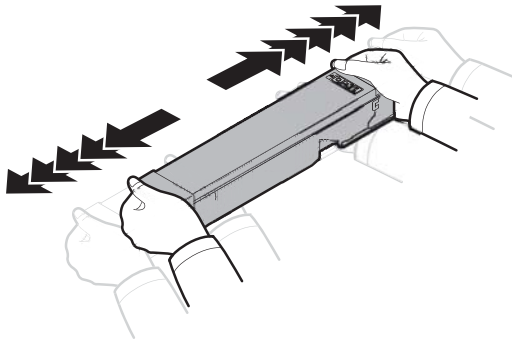


2.

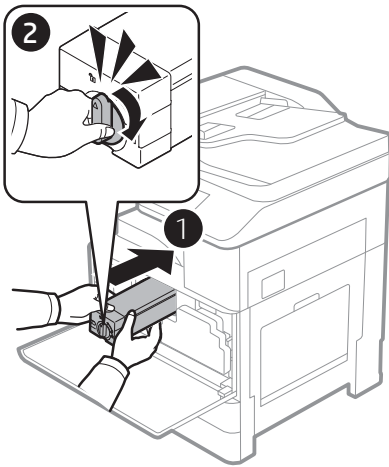
3. Remove toner dam seal by pulling out in the direction of the arrow.



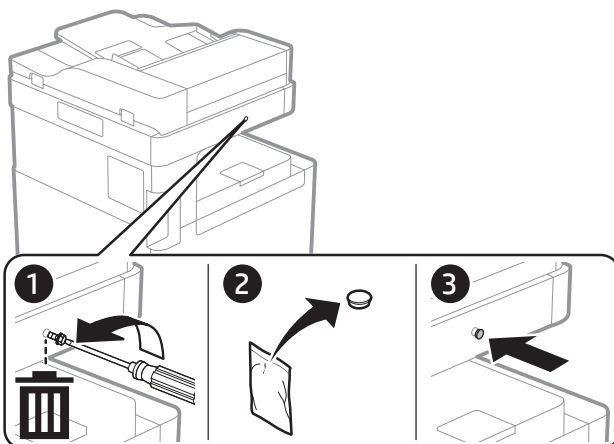
4. Vigorously shake the toner cartridge side-to-side to distribute toner throughout the toner cartridge container (about 10 times).



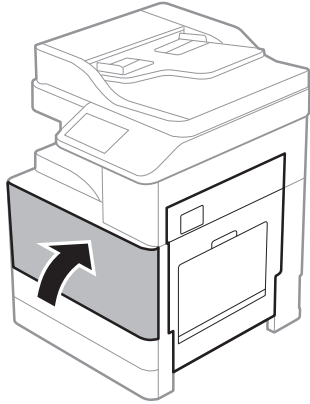
5. Install toner cartridge by sliding into the slot in the printer (callout 1), and then turn knob in the direction of the arrow until it clicks (callout 2).



6. Remove the scanner lock by removing one screw (callout 1), remove plastic cap from shipping bag (callout 2), and then insert plastic cap to cover screw hole (callout 3).







7. Close front door.



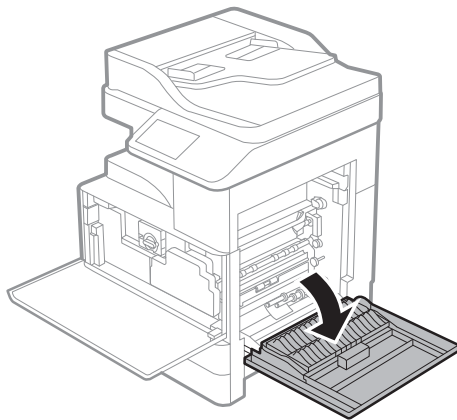
Install the imaging unit

[Click here to view a video of this procedure.](#)

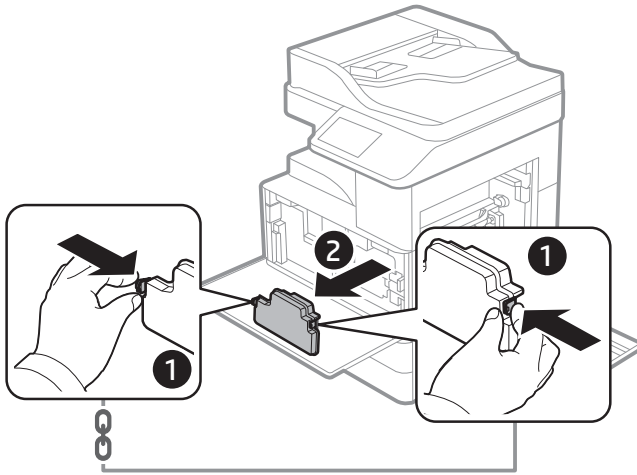
-
-  **NOTE:** The technician must be trained and qualified/certified to perform this activity.
 -  **CAUTION:** To prevent damage to the printer, use only the power cord that is provided with the printer.
 -  **NOTE:** Make sure that the power source is adequate for the printer voltage rating. The voltage rating is on the printer label. The printer uses either 110-127 Vac or 220-240 Vac and 50/60 Hz.
 -  **CAUTION:** The scanner lock screw must be removed prior to powering on the printer.
-

A label with the printer voltage rating is located on the back of the printer.

1. Open front door, and then open right door in the direction of the arrow.

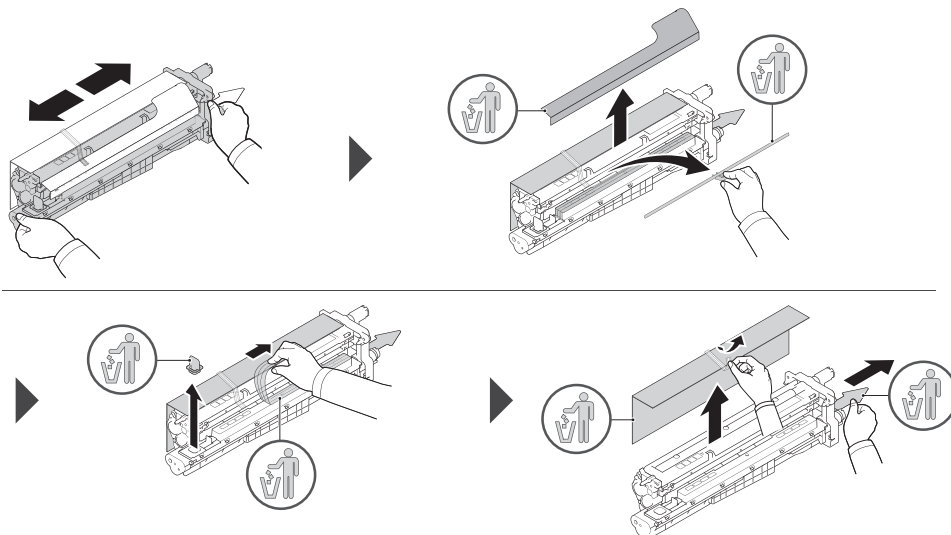


2. Remove the toner collection unit (TCU) by releasing tabs on both sides of the TCU (callout 1), and then removing the TCU in the direction of the arrow (callout 2).

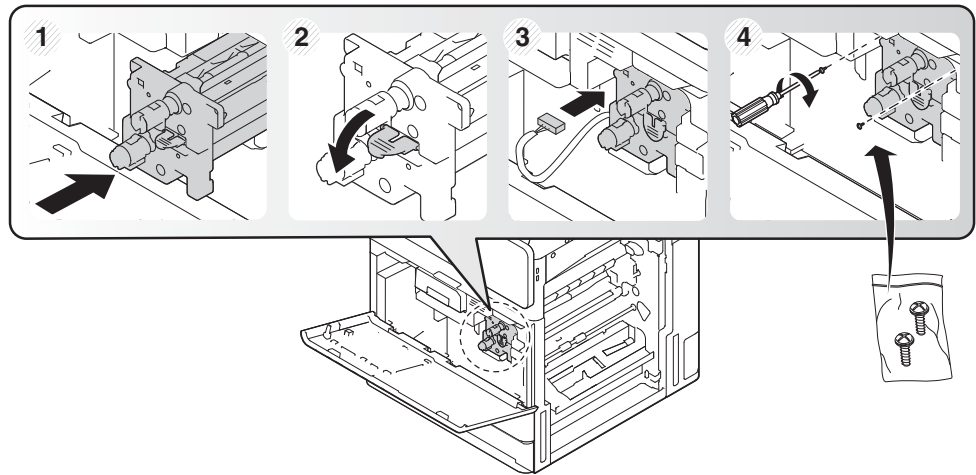


3. Pull caps from both sides in the direction of the arrows.
 - a. Remove packing material from the imaging unit by pulling in the direction of the arrow. Lift off the imaging unit.
 - b. Remove adhesive tape by lifting up and pulling off in the direction of the arrow.
 - c. Remove packing material up and off the device in the direction of the arrow. Pull red arrow label in the direction of the arrow.

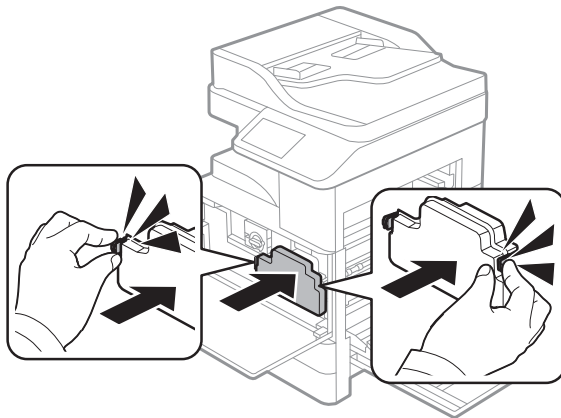
CAUTION: Be careful not to tear the red label.



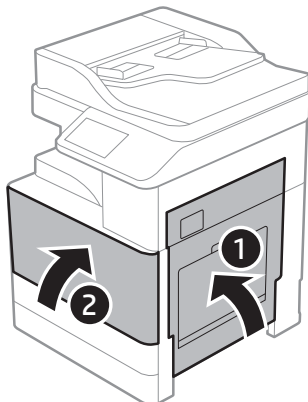
4. Insert and slide the imaging unit into the opening on the printer by holding on gray handle as shown by the arrow, and then slide in the direction of the arrow (callout 1).
 - a. Push the tab on the imaging unit in the direction of the arrow (callout 2).
 - b. Connect the connector (callout 3).
 - c. Install two screws (callout 4).



5. Reinstall the TCU and make sure tabs on both sides lock into place.



6. Close the right door in the direction of the arrow (callout 1) and then close front cover in the direction of the arrow (callout 2).



Prepare for shipment to customer location

Table 5-3 Transportation preparation

<input type="checkbox"/> For long distance transportation, reinstall the ADF scanner lock screw.	
<input type="checkbox"/> Remove the stabilization chocks.	
<input type="checkbox"/> Retract stabilizer feet on bottom of the units for move.	
<input type="checkbox"/> Protect the casters.	
<input type="checkbox"/> Arrange for local shipping.	<input type="checkbox"/> Verify truck shipment requirements.
	<input type="checkbox"/> Verify securing requirements.
<input type="checkbox"/> Blanket wrap the engines and make sure they are properly strapped to the truck.	
<input type="checkbox"/> Whenever rolling over any rough surface (asphalt, cobble stones, and other rough surface) lay down 4 x 8 sheets of 1/4 in hardboard.	
<input type="checkbox"/> When transporting across gaps use appropriate support devices to make sure the transportation of the printer is smooth.	

Repack (from customer site)

Local move

Table 5-4 Transportation preparation

<input type="checkbox"/> For long distance transportation, reinstall the ADF scanner lock screw.	
<input type="checkbox"/> Remove the stabilization chocks.	
<input type="checkbox"/> Retract stabilizer feet on bottom of the units for move.	
<input type="checkbox"/> Protect the casters.	
<input type="checkbox"/> Arrange for local shipping.	<input type="checkbox"/> Verify truck shipment requirements.
	<input type="checkbox"/> Verify securing requirements.
<input type="checkbox"/> Blanket wrap the engines and make sure they are properly strapped to the truck.	
<input type="checkbox"/> Whenever rolling over any rough surface (asphalt, cobble stones, and other rough surface) lay down 4 x 8 sheets of 1/4 in hardboard.	
<input type="checkbox"/> When transporting across gaps use appropriate support devices to make sure the transportation of the printer is smooth.	

Long distance move

Table 5-5 Long distance move

<input type="checkbox"/> Air freight	<input type="checkbox"/> Long distance truck shipment
<input type="checkbox"/> For long distance transportation, reinstall the ADF scanner lock screw.	
<input type="checkbox"/> Remove the stabilization chocks.	
<input type="checkbox"/> Retract stabilizer feet on bottom of the units for move.	
<input type="checkbox"/> Protect the casters.	
<input type="checkbox"/> For long distance transportation, HP recommends crating the printers and accessories or using pallets with heavy padding.	
<input type="checkbox"/> Arrange for long distance shipping.	<input type="checkbox"/> Verify truck shipment or air freight requirements.
	<input type="checkbox"/> Verify securing requirements.
<input type="checkbox"/> Whenever rolling over any rough surface (asphalt, cobble stones, and other rough surface) lay down 4 x 8 sheets of 1/4 in hardboard.	
<input type="checkbox"/> When transporting across gaps use appropriate support devices to make sure the transportation of the printer is smooth.	

6 On-site final setup

- [On-site final setup checklist](#)
- [Clean the scanner glass](#)
- [Load paper in standard trays and optional dual cassette feeder](#)
- [Load paper in Tray 1 \(MP\)](#)
- [Engine firmware upgrade after installing inner finisher](#)
- [Print and copy tests](#)

On-site final setup checklist

Table 6-1 On-site final setup checklist

<input type="checkbox"/>	Remove any shipping materials or brackets that were installed for shipment after the device was tested during the installation process.
<input type="checkbox"/>	Reinstall any output devices/finishers.
<input type="checkbox"/>	Install the stabilization chocks.
<input type="checkbox"/>	Clean the laser scanner assembly window.
<input type="checkbox"/>	Clean the scanner glass.
<input type="checkbox"/>	Load paper in trays.
<input type="checkbox"/>	Label paper trays, if required.
<input type="checkbox"/>	Load staples.
<input type="checkbox"/>	Perform print and copy tests.

Clean the scanner glass

- ▲ Open the flow ADF or ADF. Clean the scanner glass (callout 1) using a soft, lint-free, clean cloth.


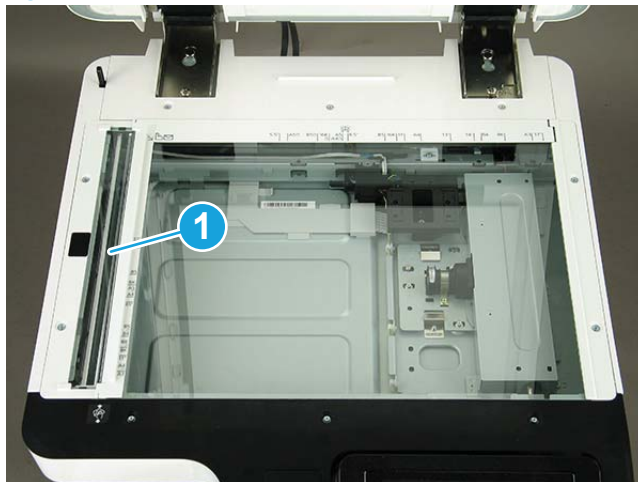


 **NOTE:** Make sure to clean the main scanner glass area.


Figure 6-1 Clean the scanner glass



Load paper in standard trays and optional dual cassette feeder


 **NOTE:** Make sure all shipping tape and other packing materials are removed from the tray before loading paper.

 **NOTE:** Make sure to keep the paper tray labels for installation on the tray front panel.

 **NOTE:** Trays are configured for A4 paper, adjust to the proper paper size.

Load the print media you use for the majority of your print jobs into the standard tray. The standard tray can hold a maximum of 1,040 sheets of plain paper.

You can purchase an optional dual cassette feeder and attach it below the standard tray to load an additional 1,040 sheets of plain paper.

 **NOTE:** Standard tray contains two trays (Tray 2, Tray 3).

Optional dual cassette feeder contains two trays (Tray 4, Tray 5).

The process to load paper in Tray 2, Tray 3, and Tray 4 is the same.


Do not extend more than one paper tray at a time.

Do not use paper trays as a step.

All trays must be closed while relocating/moving product.

Keep hands out of paper tray/drawers when closing.

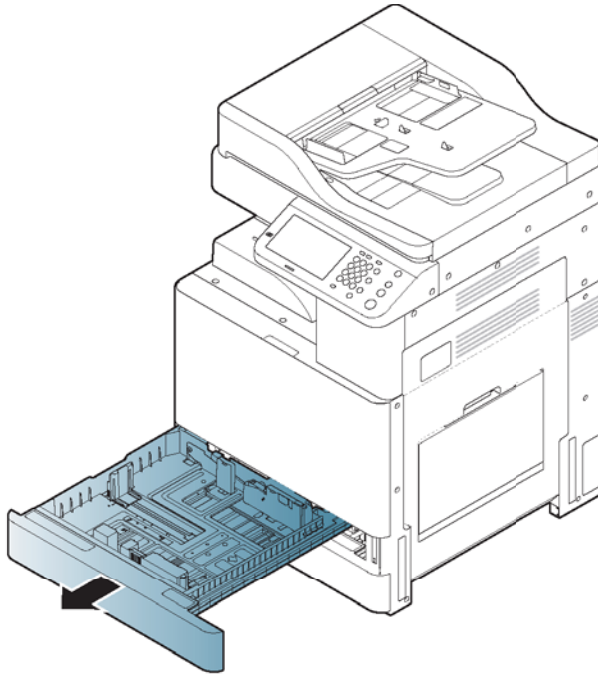
Close keyboard tray when not in use.

 **IMPORTANT:** Using photographic paper or coated paper may cause problems that require repairs. Such repairs are not covered by the warranty or service agreements.

[Click here to view a video of this procedure.](#)

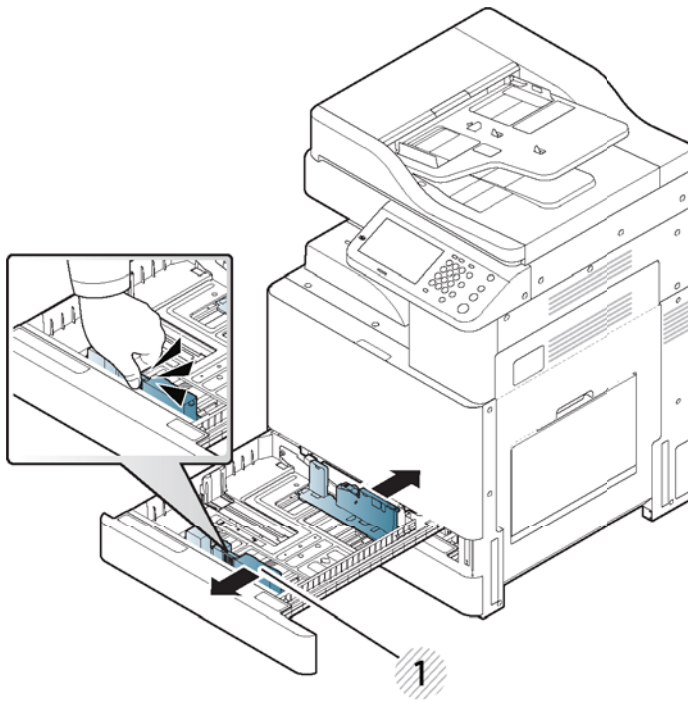
Load paper in the tray

1. Pull on the handle on the right side of the tray to pull it out.

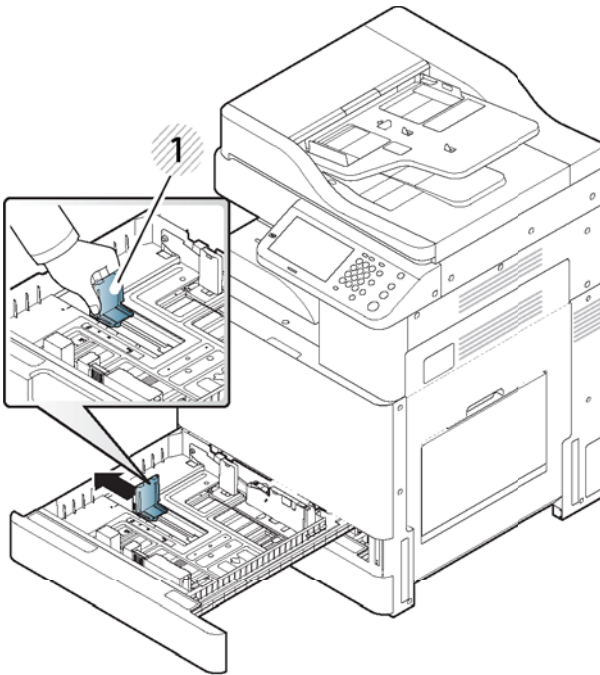


2. Squeeze the paper length guide, and then pull it to the end of the tray.

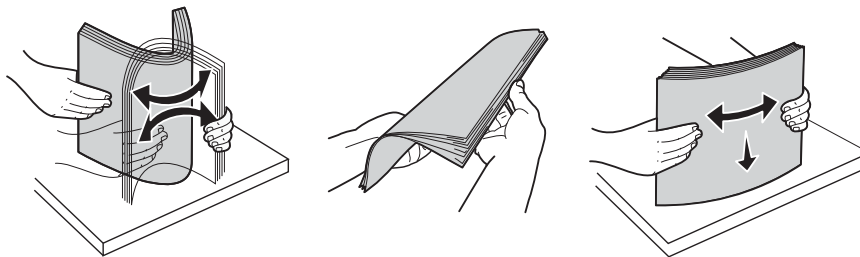
1	Paper length guide
---	--------------------



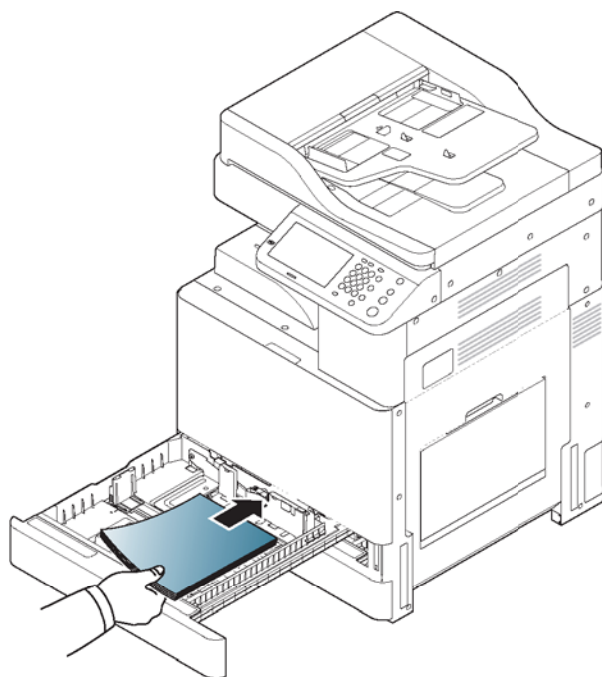
3. Squeeze the paper width guide, and then pull it to the end of the tray.




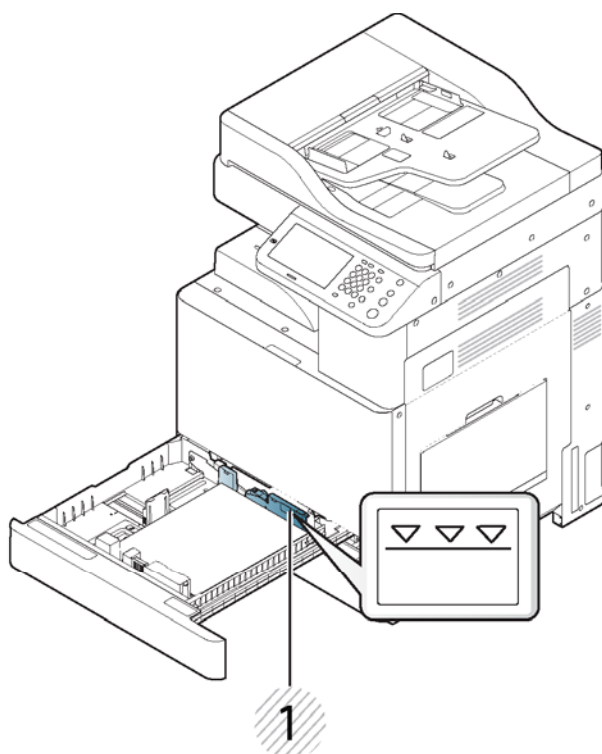
Flex and fan the edge of the paper stack to separate the pages before loading papers.



4. Load paper with the print side facing up.



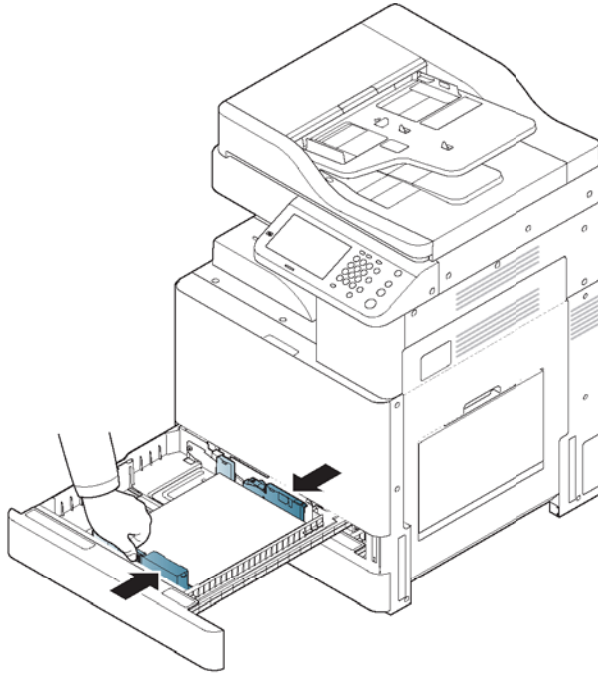
 **NOTE:** Do not overload the tray, it may cause paper jams. Make sure that the paper is below the maximum paper capacity indicator inside the tray.



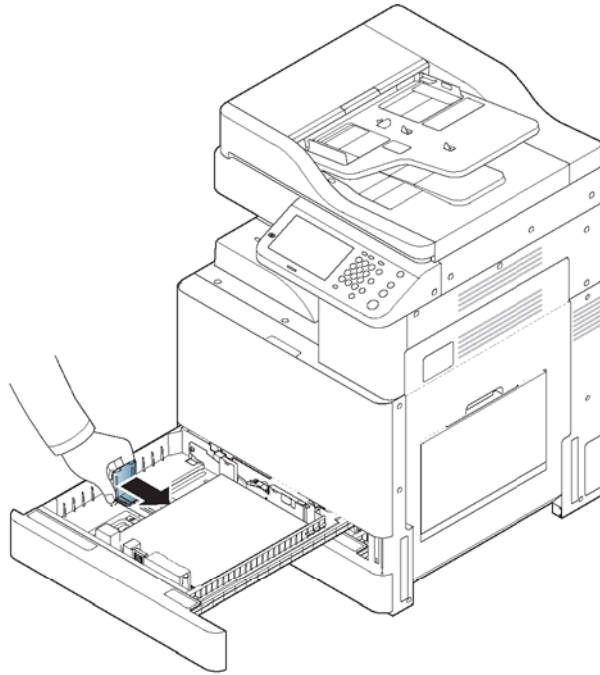
1

Paper capacity indicator

5. Adjust the paper length guide to the desired paper length.

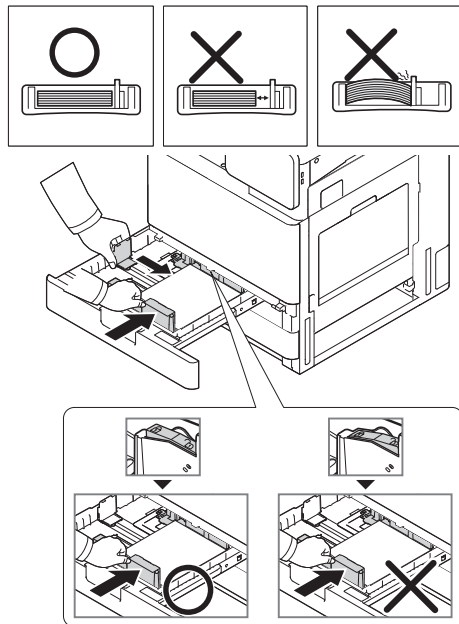


6. After loading paper into the tray, pinch the paper width guide and move it toward the stack of paper until it lightly touches the side of the stack. Do not press the guide too tightly to the edge of the paper, the guide might bend the paper.

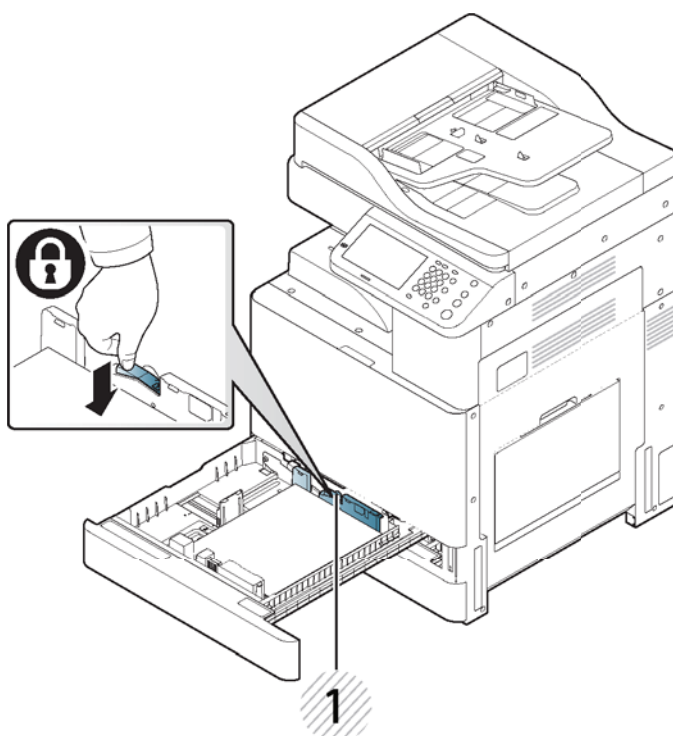


NOTE: Do not push the paper guide too far causing the media to warp.

If you do not adjust the paper width guide, it may cause paper jams.

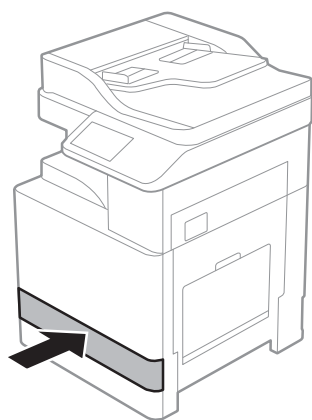


7. Fix the paper length guide using the locking switch. Release the locking switch to load a different size paper.



1 Locking switch

8. Close the tray back into the printer.



When you print a document, set the paper type and size for the tray.

For information about setting the paper type and size on the control panel.

- If you are experiencing problems with paper feeding, check whether the paper meets the media specification (see “Print media specification”). Then, try placing one sheet at a time in Tray 1 (MP).
- The standard tray and optional dual cassette feeder can automatically detect various-sized paper.

Check if the paper size and type in the tray are detected or not. If you want to set the paper size and type or if the printer cannot detect them, you can set the size and type directly in the confirmation window.

Load paper in Tray 1 (MP)

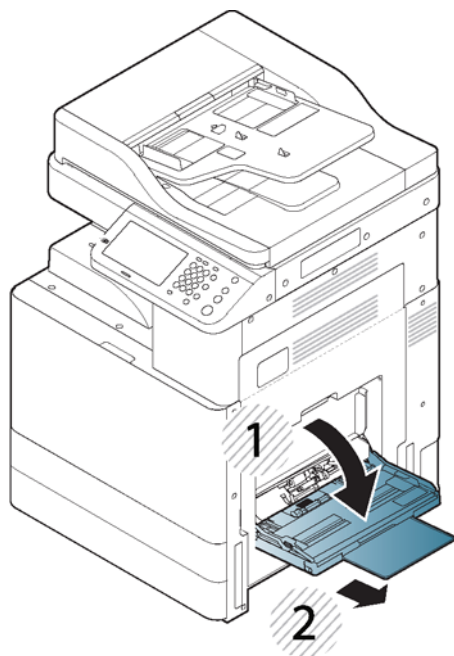
[Click here to view a video of this procedure.](#)

Tips for using Tray 1 (MP)

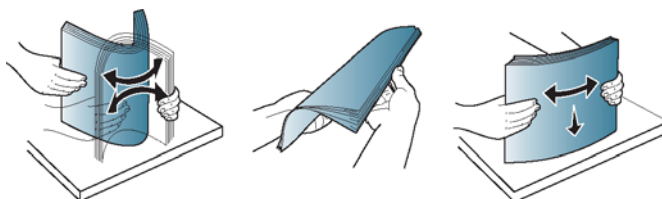
- Load only one type, size and weight of print media at a time in the Tray 1 (MP).
- To prevent paper jams, do not add paper while printing when there is still paper in Tray 1 (MP). This also applies to other types of print media.
- Print media should be loaded face down with the top edge going into Tray 1 (MP) first and be placed in the center of the tray.
- Always load only the specified print media to avoid paper jams and print quality problems.
- Flatten any curl on postcards, envelopes, and labels before loading them into Tray 1 (MP).

Load paper in Tray 1 (MP)

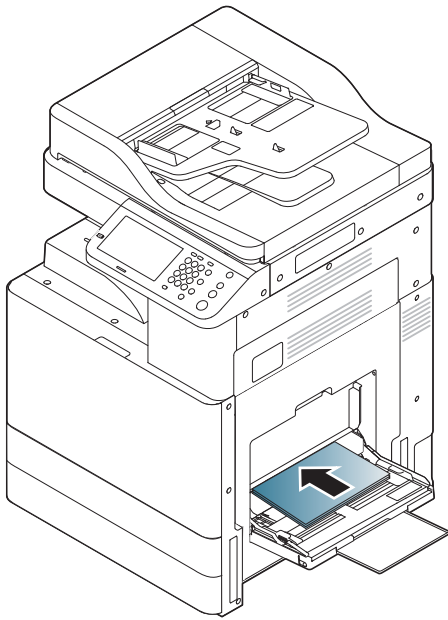
1. Open Tray 1 (MP) and pull out the extension, if necessary.




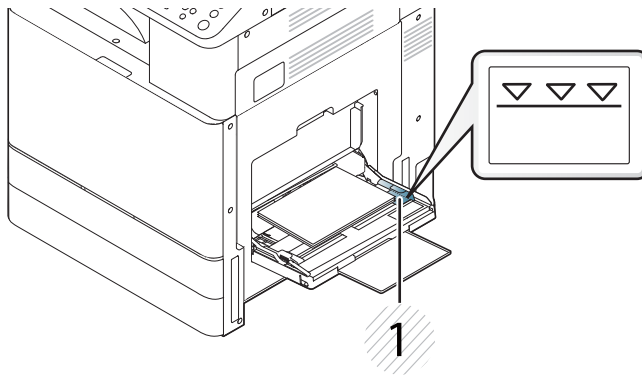
2. Flex or fan the edge of the paper stack to separate the pages before loading originals.



3. Load the paper with the side to be printed on facing down.

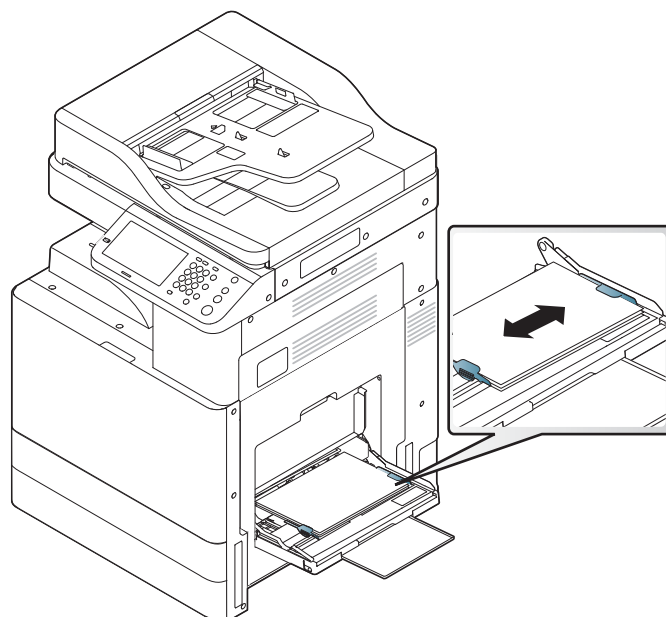


 **NOTE:** Do not overload the tray, it may cause paper jams. Make sure that the paper is below the maximum paper capacity indicator inside the tray.




1 Paper capacity indicator

4. Squeeze Tray 1 (MP) paper width guides and adjust them to the width of the paper. Do not force too much, otherwise the paper will bend resulting in a paper jam or skew.



5. When you print a document, set the paper type and size for the Tray 1 (MP).

Engine firmware upgrade after installing inner finisher

 **CAUTION:** After installing any accessory, the firmware must be updated to make sure the printer firmware is compatible with the accessory.

1. Perform the firmware upgrade.
2. Verify the new finishing accessory is recognized and available.

Print and copy tests

1. Print a configuration page.
2. Run at least one single and one double sided copy.
3. Run at least one scan to USB, if active. (Applies to all models.)
4. Run print output to verify the stapler stacker and/or booklet maker is functioning properly, if installed.

7 Complete installation procedures

- [Install the dual cassette feeder \(DCF\), cabinet, or tray heater](#)
- [Installation checklist for the second exit](#)
- [Install the inner finisher and components](#)
- [Installation checklist for the job separator](#)
- [Install the stabilization chocks](#)

Install the dual cassette feeder (DCF), cabinet, or tray heater

Installation checklist for the dual cassette feeder (DCF) or cabinet

[Click here to view a video of this procedure.](#)

Please review the videos for a complete understanding of the installation of each device. Use this checklist as a reminder of the steps demonstrated in the videos.

 **CAUTION:** The engine assembly is heavy and requires a four-person lift.


 **NOTE:** Ensure the DCF, is prepared and ready for engine to be placed on top.

Table 7-1 Delivery and installation checklist

<input type="checkbox"/>	Unpack the DCF (dual cassette feeder) or cabinet.
<input type="checkbox"/>	Remove the packing foam and tape from the DCF / cabinet.
<input type="checkbox"/>	Set aside the tray numbers labels for installation later.
<input type="checkbox"/>	Be sure to remove the foam shipping block located behind the trays.
<input type="checkbox"/>	Unpack MFP.
<input type="checkbox"/>	Remove the packing foam and tape.
	CAUTION: The device weighs 59.0 kg (130.07 lbs).
<input type="checkbox"/>	Use four people to lift the device and carefully place on top of the DCF / cabinet.
<input type="checkbox"/>	Remove the remaining tape and packing foam from the trays.
<input type="checkbox"/>	Remove the package containing the image unit and set aside.
<input type="checkbox"/>	Remove the scanner lock screw and label and install the screw cover.
<input type="checkbox"/>	Open the right door and remove the shipping label directing you to the transfer area.
<input type="checkbox"/>	Remove the strapping tape located at the front of the transfer unit.
<input type="checkbox"/>	Remove the foam block from the transfer unit.
<input type="checkbox"/>	Remove the strapping tape located at the rear of the transfer unit.
<input type="checkbox"/>	Close the right door and open the MP tray (Tray 1).
<input type="checkbox"/>	Remove the foam shipping block from the MP tray (Tray 1).
<input type="checkbox"/>	Unpack the toner cartridge and locate the two seals.
<input type="checkbox"/>	Pull DOWN to remove the seal on the bottom. Pull OUT and remove the seal at the rear.
<input type="checkbox"/>	Shake the toner cartridge to distribute the toner.
<input type="checkbox"/>	Open the front door and install the toner cartridge.
	NOTE: The toner cartridge CRUM must align with the CRUM connector. This might require the toner cartridge to be pulled out slightly and align CRUM and connector.
<input type="checkbox"/>	Push IN on latches on each side to remove the TCU (toner collection unit).
<input type="checkbox"/>	Open the right door.
	NOTE: This step is required to retract the interlock at the imaging unit opening.

Table 7-1 Delivery and installation checklist (continued)

<input type="checkbox"/>	Unpack the imaging unit.
<input type="checkbox"/>	Remove the white protective cover.
	CAUTION: Do not touch the green surface of the drum unit.
<input type="checkbox"/>	Pull OUT to remove the orange charge roller shipping lock.
<input type="checkbox"/>	Remove the plug and the tape from the imaging unit vent area.
<input type="checkbox"/>	Pull straight OUT to remove the seal at the front of the imaging unit.
<input type="checkbox"/>	Hold the imaging unit with one hand on the bottom and the other hand on the gray handle at the front of the imaging unit.
<input type="checkbox"/>	Align the bottom of the imaging unit to the bottom of the opening and slide the imaging unit into the device.
<input type="checkbox"/>	Push IN while installing the first screw at the top of the imaging unit.
<input type="checkbox"/>	Install the second screw at the top of the imaging unit.
<input type="checkbox"/>	Connect the imaging unit cable to the front of the MFP.
<input type="checkbox"/>	Route the cable inside the channel at the front of the MFP.
<input type="checkbox"/>	Close the right door.
<input type="checkbox"/>	Install the TCU.
<input type="checkbox"/>	Remove the protective film from the logo on the front door.
<input type="checkbox"/>	Apply the tray number labels.
<input type="checkbox"/>	Lower the stabilizer feet on the bottom of the DCF/cabinet.
<input type="checkbox"/>	Install the stabilizer blocks.
<input type="checkbox"/>	Upgrade the firmware with latest available on hp.com.
<input type="checkbox"/>	NOTE: All accessories must be attached when upgrading firmware.
	NOTE: Accessories added later will NOT be upgraded automatically.

Installation checklist for the DCF tray heaters

[Click here to view a video for this procedure.](#)

Please review the videos for a complete understanding of the installation of each device. Use this checklist as a reminder of the steps demonstrated in the videos.

 **CAUTION:** The engine assembly is heavy and requires four people to lift.

Table 7-2 On-site final setup tray heater in the HP LaserJet MFP M72625, M72630

<input type="checkbox"/>	Power down and unplug the MFP.
	CAUTION: Unplugging the device is MUST because the tray heaters are ALWAYS energized if the power cord is plugged in and the tray heater switch is ON.
<input type="checkbox"/>	Unpack the tray heater.
<input type="checkbox"/>	Remove both DCF trays.
<input type="checkbox"/>	Note the cable connector on the tray heater.

Table 7-2 On-site final setup tray heater in the HP LaserJet MFP M72625, M72630 (continued)

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Note the tabs on the rear of the tray heater. |
| <input type="checkbox"/> | Insert the tabs on the rear of the tray heater into the slots in the rear wall of the DCF. |
| <input type="checkbox"/> | Install one screw to secure the tray heater. |
| <input type="checkbox"/> | Connect the cable from the tray heater to the connector on the bottom of back wall of the DCF. |
| <input type="checkbox"/> | Reinstall the both trays into the DCF. |
| <input type="checkbox"/> | Remove tray 2 and 3 from the device. |
| <input type="checkbox"/> | Locate the tray heater power switch in the rear of the tray opening. |
| <input type="checkbox"/> | Turn the switch ON to apply power to the tray heater(s). |
| <input type="checkbox"/> | Reinstall trays 2 and 3 into the device. |
| <input type="checkbox"/> | Plug the MFP into the power outlet and power the device on. |

Installation checklist for the second exit

[Click here to view a video of this procedure.](#)

 **CAUTION:** The engine assembly is heavy and requires four people to lift.

Please review the videos for a complete understanding of the installation of each device. Use this checklist as a reminder of the steps demonstrated in the videos.


 **NOTE:** The 2nd exit must be ordered separately when installing a finishing option.


Table 7-3 On-site final setup second exit

<input type="checkbox"/>	Power down the MFP.
<input type="checkbox"/>	Open the right door.
<input type="checkbox"/>	Remove two screws on the left side of the front upper cover below the control panel, and then one screw from the left side.
<input type="checkbox"/>	Rotate the front upper cover toward the front to expose the frame behind.
<input type="checkbox"/>	Remove four screws and remove the upper right side cover.
<input type="checkbox"/>	Remove two screws at the front of the face-down bin (one screw requires a "stubby" JIS#2 driver).
<input type="checkbox"/>	Use small flat blade screwdriver to pry off the top left cover.
<input type="checkbox"/>	Remove one screw and remove the 2nd exit dummy cover.
<input type="checkbox"/>	Pull UP on the left and then remove the face-down bin.
<input type="checkbox"/>	Unpack the 2nd exit assembly. Remove the blue tape to expose the 2nd exit bin full sensor actuator.
<input type="checkbox"/>	Align the pin at the rear of the 2nd exit assembly with the hole on the rear wall of the chassis.
<input type="checkbox"/>	Rotate the 2nd exit assembly into place against the bracket on the front wall of the chassis.
<input type="checkbox"/>	Install one screw at the front and one screw at the rear.
<input type="checkbox"/>	Connect three cables at the rear.
<input type="checkbox"/>	Replace the upper right cover.
<input type="checkbox"/>	Snap the front upper cover back into position and install one screw on the right.
<input type="checkbox"/>	Install two screws on the left side of the front upper cover.
<input type="checkbox"/>	Close right door.

Install the inner finisher and components

Installation checklist for the inner finisher

[Click here to view a video of this procedure.](#)

 **CAUTION:** The engine assembly is heavy and requires four people to lift.

Please review the videos for a complete understanding of the installation of each device. Use this checklist as a reminder of the steps demonstrated in the videos.

 **NOTE:** The following steps are required before installing the inner finisher.

- Remove the face down bin.
- Remove the paper setting guides.
- Remove the 1st exit bin full actuator.
- Install the 2nd exit unit.

Table 7-4 On-site final setup inner finisher on the HP LaserJet MFP M72625, M72630


<input type="checkbox"/> Unpack the inner finisher and locate the slide rails. NOTE: The plastic “U” shaped bracket is the wavy retainer. It is NOT used when installing an inner finisher on the M72625, M72630 products.
<input type="checkbox"/> Align the slides to the locator pins located on the top of the engine. NOTE: The white plastic end guide faces left.
<input type="checkbox"/> Use a short (stubby) JIS#2 to install three screws in each slide. NOTE: These are self-taping screws and require downward force to tap the holes. CAUTION: The inner rails have sharp edges. TIP: Slide the inner rails to the right to make the installation of the inner finisher easier.
<input type="checkbox"/> Position the inner finisher against the back wall of the opening.
<input type="checkbox"/> Hold level and then push IN to engage the unit in the slides.
<input type="checkbox"/> Open the front door and release the latch.
<input type="checkbox"/> Pull the finisher out and then back in to verify it is properly engaged with the slides.
<input type="checkbox"/> Remove stapler shipping lock label and remove shipping lock screw.
<input type="checkbox"/> Remove connector cover on left side of MFP.
<input type="checkbox"/> Connect the inner finisher cable to the MFP.
<input type="checkbox"/> Locate the output tray. NOTE: The four pins on the bottom of the tray needs to be aligned with the holes on the support brackets. NOTE: Push down firmly to engage the pins into the holes on the brackets. NOTE: Lift the output finger assembly when installing tray.

Table 7-4 On-site final setup inner finisher on the HP LaserJet MFP M72625, M72630 (continued)

- ☐ Install the tray on the support brackets and push down firmly to seat the pins in the holes.
- ☐ Hold the tray from above while installing the self-tapping screws from below.

Installation checklist for the inner finisher hole punch

[Click here to view a video of this procedure.](#)

 **CAUTION:** The engine assembly is heavy and requires four people to lift.

Please review the videos for a complete understanding of the installation of each device. Use this checklist as a reminder of the steps demonstrated in the videos.


 **NOTE:** The inner punch must be purchased separately and is installed in the inner finisher. This is a checklist for installing the inner punch into a new inner finisher.

Table 7-5 On-site final setup inner finisher punch

- ☐ Unpack the inner finisher and remove all the blue packing tape.
- ☐ Open the inner finisher front door.
- ☐ Unlatch and open the jam access area (also known as the dummy punch).
- ☐ Remove and discard the mylar surrounding the latch handle.
- ☐ Use a piece of blue tape to hold the latch in the open position.
- ☐ Locate and remove the e-clip and plastic washer just behind the lever.
- ☐ Remove the blue tape, close the dummy punch and close the front door.
- ☐ Place the finisher front side down on a table.
- ☐ Locate and remove three screws on the rear cover.
- ☐ Use a flat blade screwdriver to release the cover tab located at the lower rear corner near the cable entrance and lift the cover slightly.
- ☐ Now pull along the top edge to release three tabs and remove the cover.
- ☐ Locate the hinge pin at the rear of the dummy punch.
- ☐ Remove the e-clip at the bottom of the hinge pin and remove the hinge pin.
- ☐ Disconnect the cable.
- ☐ Turn the finisher back to its normal orientation.
- ☐ Open the front cover.
- ☐ Open the dummy punch.
- ☐ Pull forward to remove the dummy punch from the inner finisher.
- ☐ Unpack the inner punch.
- ☐ Position the inner punch on the inner finisher and slide the cables through the chassis at the rear.
- ☐ Close the inner punch and the front cover.
- ☐ Place the inner finisher front side down on a table.

Table 7-5 On-site final setup inner finisher punch (continued)

<input type="checkbox"/>	Insert the hinge pin – verify cables are located to the left of the pin.
<input type="checkbox"/>	Replace the e-clip.
<input type="checkbox"/>	Connect the two cables.
<input type="checkbox"/>	Replace the rear cover.
	TIP: Locate the three tabs along the top of the cover and engage with corresponding holes on the frame.
<input type="checkbox"/>	Snap the cover back down in the lower corner.
<input type="checkbox"/>	Reinstall three screws.
<input type="checkbox"/>	Turn the finisher back to its normal orientation.
<input type="checkbox"/>	Open the inner finisher front door.
<input type="checkbox"/>	Unlatch and open the inner punch.
<input type="checkbox"/>	Use a piece of blue tape to hold the latch in the open position.
<input type="checkbox"/>	Place the black washer on the pin.
<input type="checkbox"/>	Reinstall the e-clip on the pin.
<input type="checkbox"/>	Peel off the backing and install the new mylar over the opening.
<input type="checkbox"/>	Remove the dummy door and install the punch waste bin.
<input type="checkbox"/>	Remove the blue tape and close the inner finisher.

Install the inner finisher staple cartridge

[Click here to view a video of this procedure.](#)

HP LaserJet Inner finisher refill staple cartridge product number: Y1G13A.

Replace the inner finisher staple cartridge

1. Open the staple cartridge carriage access door.

2. Rotate the staple cartridge carriage handle down, and then remove the staple cartridge carriage.



3. Lift two tabs on the staple cartridge carriage, and then lift up to remove the empty staple cartridge from the staple cartridge carriage assembly.

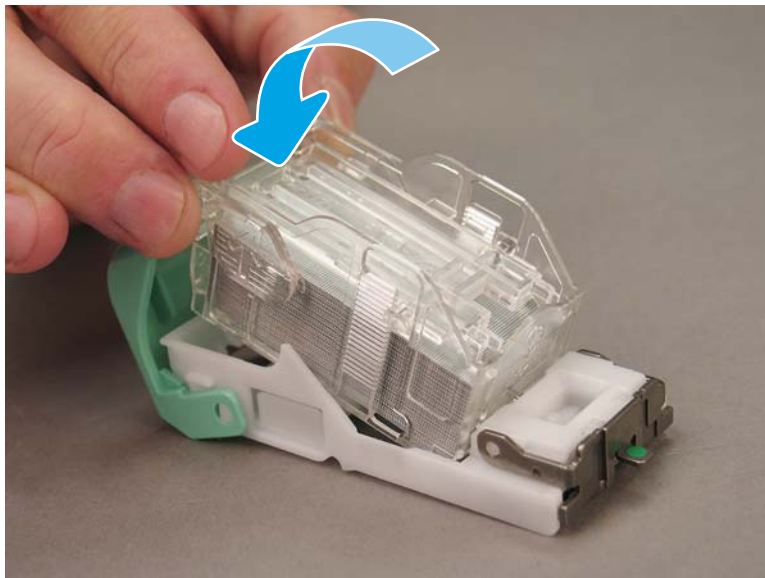


IMPORTANT: Do not discard the empty staple cartridge carriage. It must be reused with the new staple cartridge assembly.



NOTE: In order to replace staple cartridge, to remove the staple cartridge from the inner finisher the staple cartridge must be empty.

4. Insert the new staple cartridge in to the staple cartridge carriage.



5. Install the staple cartridge carriage assembly into the inner finisher.
6. Close the staple cartridge carriage access door.

Installation checklist for the job separator

There is no installation video available for this procedure.

Use this checklist to perform the installation of the job separator.



NOTE: The Job Separator requires the installation of the optional HP LaserJet 2nd exit.

Table 7-6 On-site final setup job separator

<input type="checkbox"/>	Remove the tape which covers the support hole on the back wall under the scanner.
<input type="checkbox"/>	Install the job separator by aligning the tabs on the right side to the holes on the second exit.
<input type="checkbox"/>	Insert the left side table into the hole on the back wall under the scanner.

Install the stabilization chocks

After the installation procedures are complete and the printer is in its final location, apply the stabilization chocks.

1. Line up the stabilization chock with the wheels on the printer.



2. Slide the chock until it locks into place.



3. Complete this process for all four wheels on the printer.



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